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MISCELLANEOUS EXPENSES

Telephone Charges

301-12.20 How should I pay for my necessary telephone calls to conduct official business while I am traveling?

You are expected to use Government telephones, Federal Calling Cards or pre-paid calling cards for long-distance calls while on official travel. You may pay for the charges with your Government travel charge card or use cash when other options are not available or acceptable. An explanation must be placed on or attached to the travel voucher claiming reimbursement for all cash payments. The explanation must state that the use of other methods were attempted and determined to be unacceptable by service provider or were not available to you.

301-12.21 May I use a Government cellular phone to conduct official business while in a travel status?

Yes, you may use a Government cellular phone to conduct Government business while on travel. However, cellular phones should not be used to make daily calls home.

301-12.22 Who is responsible for assisting me in obtaining a Federal Calling Card or a prepaid calling card?

Your supervisor is responsible for assisting you in obtaining a Federal Calling Card or a prepaid calling card prior to commencing travel.

301-12.23 May I call home while I am performing official travel requiring me to remain overnight?

Yes, you may make a brief daily personal call using the least-cost-to-the-government method available, such as, a Government telephone, Federal Calling Card or prepaid calling card. Employees may be reimbursed on a one time only basis for calls made home and charged to the hotel room, Government travel charge card, or personal charge card. This reimbursement will be limited to not more than \$5.00 per day for each day of travel and the reimbursement voucher must contain an explanation of why a Federal Calling Card or a prepaid calling card was not used. Failure to obtain a Federal Calling Card or prepaid calling card will not be justification for consideration of future claims for reimbursement of personal telephone calls.

301-12.24 My I use my Government cellular phone to call home?

No, except in unusual circumstances, wireless services should not be used to telephone home.

301-12.25 Where are the DOI policies on the use of telephones located?

In Assistant Secretary – Policy, Management and Budget memorandum, POLICIES ON LIMITED USE OF GOVERNMENT EQUIPMENT AND TELEPHONE USE, dated June 14, 2000.

301-12.26 Are there limits on the number of official phone calls I can make while traveling?

No; however, you should make only those phone calls that are necessary to conduct official business.